1947

K

File No. Post-Recruitment Training/47-48

Legal DEPARTMENT

C BRANCH

Subject:—

P. File 3015

Committee of Secretariat Officers to frame a scheme for Post recruitment training of Clerks in the Secretariat. Appointment of ——

p/30 (F)

File No. Post Recruitment—Training/47-48

Std. Sectt. Slip 24 B

404/C

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Committee of Secretariat Officers to frame a scheme for post-recruitment training of clerks in the Secretariat- Appointment of-

GOVERNMENT OF BOMBAY
Political and Services Department
Circular No. 412/34.
Bombay Castle, 26th June 1947.

C I R C U L A R.

Government has decided that there should be a system of post-recruitment training for all clerks comprising (i) a general course in office routine and procedure and the main principles of Government audit and accounts and (ii) a special course or courses in departmental subjects appropriate to the establishment to which a clerk belongs.

So far as the Subordinate Secretariat Service is concerned, Government has decided to appoint a Committee of Secretariat Officers consisting of all the [redacted] Secretaries and Joint Secretaries to Government (or their nominees) with the Chief Secretary as the chairman for framing a scheme as in para 1 above. The Chief Secretary will in due course call a meeting of the members of the Committee for framing the scheme.

Details of the system of this kind obtaining in Madras are contained in the accompanying Note.

By order of the Governor of Bombay,

Sd./.....
For Chief Secretary to the Government of B'bay,
Political and Services Department.

To

All Secretaries and Joint Secretaries to Government,

SMR 21-5-56
4 Copies.

N O T E.

The Scheme for training of clerks was sanctioned in October, 1944. The object of the scheme is to improve the standard of efficiency of the clerical personnel selected for the various offices in Madras City and the muffassal by giving them a course of training in Schools organised for the purpose. Under the Scheme, training is to be given both to candidates selected by the Madras Public Service Commission by direct recruitment for the Madras Ministerial Service, Madras Secretariat Service and the Madras Judicial Subordinate Services and to those appointed by transfer to these services from any other subordinate services. An exception is made in the case of women clerks. As these are not many in number, they have been, for the present, exempted from the training. All others recruited direct by the Madras Public Service Commission or appointed by transfer to the clerical services specified above have to undergo the training. Exemptions are given only in cases where the candidates have already got sufficient experience in Government Service. Candidates who are in Military Service will have to undergo the training after they return to Civil duty.

2 The period of training is three months. During this period the candidates are taught Office Routine and Procedure and the General Principles of Accounts and Audit and of the Special Codes and Manuals applicable to the department for which the candidate have been alloted by the Madras Public Service Commission. The curriculum is so framed as to give a good start to the trainee in his department and make him conversant with the details of the work he has to do. Particular attention is however paid to - Office Procedure and Routine- the essentials for an efficient clerk--- and care is taken to see that he learns to put up sensible notes and to draft concise and lucid orders in clear and unambiguous language. Spacial lessons and exercises in drafting and precis -writing are given for this purpose.

3 Four Schools have been started in this Presidency in the following places;-

Ellore, Cuddalore, Salem and Madura.

Each school is expected to train 500 candidates in a year in batches of about 125 each. The candidates of each batch are distributed in 3 or 4 classes. The maximum number of each class is limited to 35. The staff of each school consists ordinarily of Principal, a Chief Instructor, 2 Instructors in Office Procedure and two Instructors for teaching accounts. In addition to these teachers, Part-time Instructors for teaching Special Codes and Manuals relating to the Department concerned are also appointed.

5 For the convenience of the trainees who come from different parts of the Presidency a hostel is attached to each school where the trainees are provided with boarding and lodging. A commonmal mess is run in each hostel and the cost of the messing arrangements is recovered from the trainees. They are paid, during the period of training a monthly subsistence allowance of Rs. 30/- per mensem to cover their hostel and other incidental charges. During the period between the conclusion of their training and the date of their appointment to the service for which they have been selected, they are paid a sum of Rs.

25/-- per mensem. The period of training will count for their probation in the service for which they have been selected.

6 No examination is held at the end of the course, but the work of the trainees is assessed by the Principal on the basis of the progress made by them during the course of training. Those who fail to assimilate the knowledge imparted will have their names removed or ordered to take a second course of instruction at the discretion of the principal of the School. If a candidate is ordered to take a second course of instruction, he should do so at his own cost and he should refund the subsistence allowance paid to him during the earlier course. Candidates who leave the school in the middle or who resign from service within two years of their joining the ~~x~~ training ~~xxx~~ course are required to refund the allowance paid to them.

7 The number of candidates that have so far been trained in the four schools is nearly 1,500. 338 more are now undergoing training in the four schools. The training is a definite advantage both to the candidate and the service. The trainees get better fitted to cope with the work they have to do when they join the service; and the efficiency of the department is undoubtedly enhanced by having trained persons in the place of new and ill-equipped clerks who ~~xxxxx~~ were not hitherto able to do full justice to their work.

SMR 21-5-56
4 Copies.

IMMEDIATE

Committee of Secretariat Officers to frame a scheme for post-recruitment training of clerks in the Secretariat

GOVERNMENT OF BOMBAY;
Political and Services Department,
MEMORANDUM No. 4124/34.
Bombay Castle, 12th July 1947.

M E M O R A N D U M.

Read the second paragraph of Government Circular, Political and Services Department, No. 4124/34 dated the 26th June 1947.

The Chief Secretary as Chairman of the Committee of Secretariat Officers to frame a scheme for the post-recruitment training of clerks so far as the Subordinate Secretariat Service is concerned has decided to hold a meeting of the Committee on Monday the 14th July 1947 at 3 p.m. in Room No. 23 on the ground floor of the Civil Secretariat Building. All members should attend the meeting at the appointed time or send their nominees if they are unable to attend.

By order of the Governor of Bombay,

Sd/- ----------

For Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Secretaries and Joint Secretaries to Government.

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4 Copies.

Copy of Chief Secretary's note dated the 15th July 1947 regarding post-recruitment training of Secretariat staff.

A meeting was held on 14.7.47 to evolve a scheme for the post recruitment training of Secretariat staff, and was attended by representatives of P.W.D., R.D., F.D. C.S.D., L.D. and A.G.D.D. It was decided that in the first instance an attempt should be made to organise a 4 three months course of training from 1st August to 31st October for Junior Assistants recruited between 1st January and 30th June 1947, and Departments should be requested to send a list of these immediately so that the numbers involved may be ascertained. P.W.D. and C.S.D. desired to participate in the scheme. The course should consist of lectures twice weekly on Tuesdays and Fridays from 4.30 to 6.30 p.m. and Departments would be requested to relieve the Junior Assistants under training from work during these hours. The first two months, or say 16 lectures would be devoted to general training, including accounts (see below), and these lectures should be given by one or more teachers to be appointed by P.& G.D. from among the Under Secretaries, Assistant Secretaries or Senior Superintendents. They would be given an honorarium for their work.

2 During the last six weeks of this two months period, Mr. Mathrani of F.D. undertook to attange for a lecturer to come from the Accountant General's office and give one lecture weekly on accounts, or six lectures in all, leaving ten periods for general Secretariat training. The lecturer from A.G.'s office would also receive an honorarium.

3. The third month of the course, i.e. in the case Octotor 1947, would be devoted to specialised training in departmental subjects to be arranged by the Departments themselves. At the end of the three months course, there would be a test both written and oral, the written portion to consist of precis writing and noting on cases. Confirmation of Junior Assistants would depend upon their having attended the lectures regularly, unless prevented by reasonable cause, and also passing the test.

4 Mr. Mathrani pointed out that it would not be possible to conduct these courses during the budget season and therefore in an ordinary year there should be only two courses of three months each- the first from April to June and the second from July to September. The question of accommodation may present a difficulty, but it depends on the numbers involved. No doubt one of the Committee Rooms occupied by the Administrative Enquiry Committee could be made available.

5 Copy of the above paragraphs may be circulated to Departments and also to the Secretary of the Administrative Enquiry Committee. Now I should welcome suggestions from P.& G.D. as to who could be appointed lecturer or lecturers. I have not referred above to Deputy Secretaries as a possible source of supply but there would be no objection to approaching Rao Saheb Hamath, Dy. Sec. H.& L.G.D., in the matter, if necessary.

No. 4124/34-n
Political and Services Department,
Bombay Castle. 18 th July, 1947.

Forwarded for information to:-

The Secretary, Administrative Enquiry Committee,
All Departments of the Secretariat.

2 The Departments of the Secretariat(except the Revenue Department) are requested to supply to this Department a list of Junior Assistants recruited by the Public Service Commission and allotted to the Departments by the Political a d Services Department between the 1st January and the 30th June 1947. So far as the Civil Supplies Department (for which recruitment is not made by the Public Service Commission) is concerned, it may supply the necessary information in respect of all Junior Assistants recruited by it during the above mentioned period.

By order of the Governor of Bombay,

Sd/.....

For Chief Secretary to the Government of Bombay,
Political and Services Department.

SMR 21-5-56
4Copies.

No. 7759
Legal Department,
Bombay Castle, 28th July, 1947

Subject:- Post recruitment training of Secretariat Staff.

MEMORANDUM.

The undersigned presents compliments to the Chief Secretary to the Government of Bombay, Political and Services Department, and with reference to his endorsement No. 4130/34-D, dated the 15th July 1947, is directed to state that the following ~~seven~~ Junior Assistants were recruited by the Public Service Commission and allotted to this Department between the 1st January and the 24th June 1947:-

(1) Miss K.B.Bunshah, LL.B.

(2) Miss Olivia D'Mello, B.A., LL.B.

2 Mr. A.M.David who was recruited and alloted to this Department on 24th January 1947 tendered resignation of his appointment and the resignation was accepted with effect from 13th June 1947.

By order of the Governor of Bombay,

Id./.....

For Secretary to the Government of Bombay,
Legal Department.

To

The Chief Secretary to the Government of Bombay,
Political and Services Department.

SLR 21-5-56
4 Copies.

Scheme for post-recruitment training of clerks in the Secretariat.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular Memorandum No. 4124/34.
Bombay Castle, 29th July 1947.

CIRCULAR MEMORANDUM.

The attention of all the Secretariat Departments (except the Separate Department) is invited to this Department endorsement No. [illegible] 4124/34-D, dated the 18th July 1947, and they are informed that it has been decided to start with effect from the 5th August 1947 the classes for the training of Upper Division Assistants recruited by the Public Service Commission and allotted to Department between the period [illegible] from 1st June to 30th June 1947. There will be 10 lectures of a General nature, 10 of accounts and six more of departmental matters. As the number of Assistants to be trained is sufficiently large there will be two batches, each consisting of about 50 trainees and both the batches will be lectured to by the same lecturers.

2 The lectures on the general subjects and accounts will respectively consist of :

(A) General Subjects:

(1) Office Procedure
(2) Maxwell System.
(3) Filing System (File Bureau), Records.
(4) Rules of Business and Secretariat Instructions.
(5) Bombay Civil Services Conduct Discipline and Appeal Rules
(6) Drafting and Noting including precis writing.

(B) Accounts:

(1) Bombay Civil Services Rules.
(2) Budget Procedure.
(3) Control of Expenditure

Rao Sahib K.B.Kamath, Deputy Secretary, Health and Local Self Government Department will lecture on items Nos. (5) and (6) and Mr. C.K.Maru, Assistant Secretary, Political and Services Department will lecture on items Nos (1) and to (4) of roup A-General Subjects. As regards Accounts, the lecturer or lecturers will be obtained on loan fro the office of the Accountant General, Bombay, with whom Deputy Secretary, Finance Department(Mr. Nathrani) has been negotiating.

3 The lectures will be held between 4-30 p.m. to 5-30p.m in one of the lecture rooms of the Elphinstone College, Bombay and the following progamme has been chalked out.

August 6th to September 6th -10 lectures (General).

1st batch	Tuesdays	Office Procedure Maxwell System
2nd batch	Wednesdays	Filings System (File Bureau) Rules of Business and Secretariat Instructions.

1st batch Thursdays	Bombay Civil Services Conduct Discipline and Appeal Rules.
2nd batch Fridays	Noting (Precis writing) Drafting.

September 10th to October 10th - 20 lectures (Accounts)

1st batch Wednesdays and Fridays.

2nd batch Thursdays and Tuesdays.

4 The Departments are requested to inform the Assistants concerned of the programme of lectures and relieve them in time to be present for the lectures, sharp at 4.30 p.m. each day.

5 The Civil Supplies Department will also send such of its Assistants for the lectures as have been selected by the Public Service Commission for the Subordinate Secretariat Service but have been allowed to remain in that Department.

6 Lectures on Departmental matters will be arranged by the respective Departments after the lectures on the General Subjects and Accounts are completed.

7 After completion of the course a test will be held both written and oral, the written portion will consist of precis writing and noting on cases.

By order of the Governor of Bombay,

Sd./.....

For Chief Secretary to the Government of Bombay
Political and Services Department.

To

The Secretary, Administrative Enquiry Committee , etc
All Departments of the Secretariat (except the
The Accountant General, Bombay, separate Department),

SMH 21-8-56
4 Copies.

Scheme for post recruitment.
training of clerks in the Secretariat.

Government of Bombay.
Political and Services Department.
Circular Memorandum No. 4124/34,
Bombay Castle. 4th August 1947.

The attention of all the Secretariat Departments (except the Separate Department) is invited to the Political and Services Department Circular Memorandum No. 4124/34-D, dated the 29th July 1947 and they are informed that the Assistants to be trained have been grouped into two batches as shown in the statement appended hereto.

2 In modification of the programme communicated in paragraph 3 of the Circular Memorandum referred to above it has now been decided that for the lectures on the General Subjects, the two batches will meet at shown below:-

A U G U S T.

1st batch.

1st week Tuesday 5th	Thursday 7th
2nd week Monday 11th	Wednesday 13th
3rd week Tuesday 19th	Friday 22nd.
4th week Tuesday 26th	Thursday 28th

2nd batch.

1st week Wednesday 6th	Friday 8th
2nd week Tuesday 12th	Thursday 14th
3rd week Friday 22nd	Saturday 23rd, Lectures from 2 P.M. to 3 P.M.
4th week Wednesday 27th	Friday 29th

S E P T E M B E R.

1st batch.

5th week Tuesday 2nd	Saturday 6th Lectures from 2 P.M. to 3 P.M.

2nd batch.

5th week Wednesday 3rd.	Friday 5th

The lectures will be held in Room No. 61 on the second floor of the Elphinstone College, Bombay. Programme for lectures in Accounts will be issued later.

3 The Departments are requested to inform the candidates about the change in programme and the batches to which they respectively belong.

By order of the Governor of Bombay,

Sd/.....
For Chief Secretary to the Government of Bombay,
Political and Services Department.

To
Rao Saheb S.B.Kamath, Deputy Secretary, Health & Local Govt. Department, etc.

Statement

Name Batch I.

Public Works Department.

1 Mr. B.N.Acharya
2 Mr. I.S. Chundehy
3 Miss A.R.Bhave
4 Miss G.A.Choksi
5 Miss C.Baptista
6 Miss A.Erosne
7 Miss Celine D'Souza
8 Mr. W.A.Smith
9 Mr. M.L.Lower
10 Mr. M.B.Narawane
11 Mr. M.S.Pyati
(on leave upto the 4th September 1947)
12 Mr. V.D.Khiye
13 Mr. G.G.Prabhu-Salgaonkar
14 Mr. D.[illegible]Dhamenkar
15 Mr. P.D.Gupte
16 Mr. D.K.Bhide
17 Miss V.G.Raje
18Mr. V.M.Nejarnie
19 Mr. H.M.Patel
20 Mr. K.P.Thakare

Revenue Department.

21 Mr. A.A.Kazi
22 Mr. M.D.Gupte
23 Mr. H.P.Joshi
24 Mr. S.L.Ranade
25Mr. G.G.Ranadive
26 Mr. S. A.Gune
27 Mr. D.V.Mathure

Reconstruction Department and Agrl. and Rural Development Department.

28 Miss K.G.Gupte
29 Mr. P.L.Apradh
30 Mr. G.V.Tambe
31 Mr. A.L. [illegible]wat
32 Mr. H.B.Patil
33 Mr. D.T.Kelkar
34 Mr. V.M.Kelkar
35 Mr. B.A.Chinchorkar
36 Miss D.S. Kulkarnikar
37 Mr. K.C.Bothe

Home Department

38 Mr. V.S.Chitale
39 Miss L.Lobo
40 Miss R.P.Devitre
41 Mr. R.G.Narurkar
42 Mr. N.D.Pandya

Assistants who are on deputation to Civil Supplies Department.

43 Mr. B.N.Joshi.

L.D. IMMEDIATE

NAMES.

BATCH II

Finance Department

1 Mr. S.M.Athlye
2 Mr. D.S.Godbole
3 Mr. V.V.Kashinath Kalbaker
4 Mr. M.B.Pandit
5 Mr. S.C.Pai Mr.
6 Mr. R.R.Kulkarni
7 Mr. G.D.Gaitonde
8 Mr. K.R.Chewathe
9 Mr. S.C.Wali
10 Mr. A.P.Chitnis
11 Miss G.B.Varde
12 Miss Y.V.Sathe
13 Mr. B.T.Nimbalkar
14 Mr. M.S.Vora
15 Mr. N.G.Mehta
16 Mr. I.G.Desai

Political and Services Department

17 Mr. C.T.Kunim
18 Mrs. L.K.Vijayker
19 Mr. B.C.Naru
20 Mr. D.S.Kasbekar
21 Mr. S.S.Joshi
22 Mr. P.B.Marathe
23 Mr. L.G.Desai
24 Mr. A.Q.Vohra
25 Mr. H.K.Gupte
26 Mr. S.V.Sathe
27 Mr. R.N.Phutane

EDUCATION AND INDUSTRIES DEPARTMENT

28 Mr. K.S.Desai
29 Miss A.G.Sabnis
30 Miss S.V.Rajadhyaksha
31 Miss M.G.Willu
32 Mr. B.K.Garga
33 Mr. H.N.Dhage
34 Mr. V.S.Natkar

Health and Local Government Department

35 Mr. Y.R.Sapre
36 Mr. V.G.Thakur
37 Mr. A.N.J.Shaikh
38 Mr. Y.N.Oza
39 Mr. M.C.Jadhav
40 Miss F.M.Bhesania

Legal Department

41 Miss K.B.Dunshah
42 Miss C.D'mello

Assistants who are on deputation to Oriental Translator's Office

43 Mr. S.K.Abyenker
44 Mr. L.K.Pulkarni

GMR 21-6-56
4 Copies

IMMEDIATE

Scheme for post recruitment training of clerks in the Secretariat.

GOVERNMENT OF BOMBAY
Political and Services Department
Corrigendum No. 4134/34
Bombay Castle, 19th August 1947.

The attention of all the Secretariat Departments (except the Separate Department) is invited to the Political and Services Department Circular Memorandum No. 4124/34-D, dated the 4th August 1947.

2 In modification of the programme communicated in paragraph 2 of the Circular Memorandum referred to above, the 2nd batch will have its lecture on Thursday the 21st. The lectures on 23rd August 1947 and the 6th September 1947 (Saturdays) for the 2nd and 1st batches respectively will be from 2 P.M. to 3 P.M.

By order of the Governor of Bombay,

Sd/.....

For Chief Secretary to the Government of Bombay
Political and Services Department.

To

Rao Saheb K.B. Kamath, Deputy Secretary,
Health and Local Government Department.

etc.

Ext 21-8-66
4 Co 1ss.

Scheme for post-recruitment training of clerks in the Secretariat.

GOVERNMENT OF BOMBAY
Political and Services Department,
Circular Memorandum No. 4124/34
Bombay Castle, 6th September 1947.

The attention of all Secretariat Departments (except the Separate Department) is invited to the Circular Memorandum, Political and Services Department, No. 4124/34-D, dated the 4th August 1947 and they are informed that the programme for lectures in Accounts as per the attached Syllabus, will be as shown below;-

September 1947

1st Batch

1st week	Wednesday 10th	Friday 12th
2nd Week	Monday 15th	Wednesday 17th
3rd Week	Tuesday 23rd	Thursday 25th
4th Week	Tuesday 30th	--- -----

2nd Batch

1st Week	Thursday 11th	Saturday 13th
2nd Week	Tuesday 16th	Friday 19th
3rd Week	Wednesday 24th	Friday 26th

October 1947

1st Batch

4th week		Thursday 2nd
5th Week	Tuesday 7th	Thursday 9th

2nd Batch

4th Week	Wednesday 1st	Friday 3rd
5th	Wednesday 8th	Friday 10th

Both batches will meet on the respective dates in room No. 61 on the 2nd floor of Elphinstone College as hitherto between 5-30 P.M. to 6-30 P.M. after office hours, except on Saturday.

the 13th September when it will be from 2 P.M. to 3 P.M.

The Departments are requested to inform the candidates of the programme.

By order of the Governor of Bombay

Sd./.....

For Chief Secretary to the Government of Bombay
Political and Services Department.

To

The Accountant General, Bombay, for information so far as the lecturer from that office is concerned.
etc.

Syllabus for the training of Junior Assistants in the Secretariat

(i) Conditions of service in General -Important definition in the B.C.S.Rs.- Creation, suspension, transfers and termination of lien.(one lecture)

(ii) Fixation of pay;- Increments- Joining time and joining time pay(two lectures)

(iii) Leave;- Special leave rules-Ordinary leave rules-Revise leave rules-Leave salary (two lectures).

(iv) Pensions;-Pensionable service and duty-Pensionable pay-Different kinds of Pensions-Commutation of pensions(two lectures)

(v) Travelling allowance;-Different grades of Govt. servants-Different varieties of T.A.Different kinds of journeys (one lecture)

(vi) Supplies and services-Contingencies -Contract and non-contract contingencies-Varieties of contingent expenditure(one lecture)

(vii) General outlines of Budget -Departmental Estimates and their consolidation-Authenticated schedule of authorised expenditure-Supply grants(one lecture)

(viii) Control over expenditure;-Reconciliation of expenditure Reappropriations and redistributions. Revised Estimates-Appropriations Accounts and the Public Accounts Committee-(one lecture).

SLR 21-5-56
4 Copies.

Scheme for post-recruitment training of clerks in the Secretariat.

GOVERNMENT OF BOMBAY.
Political and Services Department,
Resolution No. 4124/34.
Bombay Castle, 23rd September 1947.

Government endorsement, Political and Services Department, No. 4124/34-D, dated the 18th July, 1947, forwarding the Chief Secretary's note dated the 15th July 1947.

"A meeting was held on 14-7-47 to evolve a scheme for the post-recruitment training of Secretariat staff, and was attended by representatives of P.W.D., R.D., F.D., C.S.D., L.D. and A.R.D.D. It was decided that in the first instance an attempt should be made to organise a three months' course of training from 1st August to 31st October for Junior Assistants recruited between 1st January and 30th June 1947, and Departments should be requested to send a list of these immediately so that the numbers involved may be ascertained. P.W.D. and C.S.D. desired to participate in the scheme. The course should consist of lectures twice weekly on Tuesdays and Fridays from 4-30 to 6-30 p.m. and Departments would be requested to relieve the Junior Assistants under training from work during these hours. The first two months', or say 16 lectures, would be devoted to general training, including accounts (see below) and these lectures should be given by one or more officers to be appointed by P.&.S.D. from among the Under Secretaries Assistant Secretaries or Senior Superintendents. They would be given an honorarium for their work.

2 During the last six weeks of this two months period Mr. Mathrani of F.D. undertook to arrange for a lecturer to come from the Accountant General's office and give one lecture weekly on accounts or six lectures in all, leaving ten periods for general Secretariat training. The lecturer from A.G.'s office would also receive an honorarium.

3 The third month of the course, i.e. in this case October 1947, would be devoted to specialised training in departmental subjects to be arranged by the Departments themselves. At the end of the three months' course, there would be a test both written and oral, the written portion to consist of precis writing and noting on cases. Confirmation of Junior Assistants would depend upon their having attended the lectures regularly, unless prevented by reasonable cause, and also passing the test.

4 Mr. Mathrani pointed out that it would not be possible to conduct these courses during the budget season, and therefore in an ordinary year there should be only two courses of three months each- the first from April to June and the second from July to September. The question of accommodation may present a difficulty, but it depends on the numbers involved. No doubt one of the Committee Rooms or the Rooms occupied by the Administrative Enquiry Committee could be made available".

Government Circular Memorandum, Political and Services Department, No. 4124/34, dated the 29th July 1947.

L.D.

RESOLUTION:- Government is pleased to sanction the payment of honoraria to Lecturers, Paper Setters and Paper Examiners and for the Oral Test, at the rates mentioned below:

General Subjects	Rs. 10 per lecture
Accounts	Rs. 6 per lecture
Paper Setter	Rs. 50 per paper
Paper Examiner	Re. 1 per paper.
Oral Test	Re. 1 per candidate

2 The expenditure in this connection should be debited to "25-General Administration Secretariat and Headquarters Establishments Political and Services Department".

By order of the Governor of Bombay,

S. G. Desai

Sd/.....

For Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretary to the Governor, etc.

SMR 21-5-56
4 Copies.

Copies of notes recorded in the Political and Services Department by the Under Secretary and the Deputy Secretary on the subject "Scheme for post-recruitment training of clerks in the Secretariat".

According to the orders on the subject, the training of Jr. Asstts. (F.S.C. recruits alloted to Deptts. between January and June 1947) was to consist of (a) general subjects, (b) accounts and (c) departmental matters. Training Classes, in (a) and (b) have been completed and the question for immediate consideration is what is meant by "departmental matters". In para 3 of his note dated the 15/7/47 Chief Secy. stated that the third month of the course would be devoted to "specialised training in departmental subjects". I do not know if by "departmental subjects" C.S. had in mind only the schedule of subjects allotted to and dealt with by the various Sectt. Deptts. under the Rules of Business. I consider it necessary therefore to have that phrase explained to the Deptts. who naturally will look to P.& S.D. for some guidance in that direction: that is necessary also with a view to ensuring some uniformity in respect of training to be given within the depts. to which the various trainees belong.

2 The two completed courses covered the following fields;
(a) Rules of Business including Sectt. Instructions,
(b) Office Procedure-Maxwell System
(c) Conduct Discipline & Appeal Rules,
(d) Noting and Drafting
(e) Accounts-B.C.S. Rules etc,

Practically the two courses have covered the whole field but only in theory. We know that after the training is over, there will be a test both written and oral, the written portion consisting of precis writing and noting on cases. Such a combined test, particularly the oral part of it, makes it necessary for the candidates taking the test, to have, in addition to theory, some practical knowledge of the day to-day working of the administrative machinery of the Sectt. Organisation as a whole, with particular emphasis on the parts of which that Organisation is formed. I mean the various Sectt. Departments and the different subjects each one of those deptts. handles in course of its daily working. P.& S.D. has to indicate the lines on which practical training should be given by the Deptts and these I submit below for Chief Secy's approval in consultation with D.S.

I. The Supdt. of File Bureau should show, by actual demonstration, the stages through which a receipt passes in his Section both ordinary and confidential; the demonstration should include all kinds of receipts 'O, F.S and ordinary files'; it should give the trainee full idea of the treatment of a receipt from beginning to end- diarising, indexing, filing, recording etc. The Supdt. should show how the despatcher handles his work-i.e. what the despatcher does from the time he gets an issue till the time he returns it to F.B., after its despatch. He should show filing of registers, movements, awaiting work etc, in fact from A to Z of his section.

This should be done and completed in two instalments.

II One of the Senior Supdts, in charge of a noting branch, should indicate to the trainees also by actual demonstration, the treatment of a file from the time it is received in a noting branch to the time of its submission to A.S., U.S., D.S., Secy, and/ or Govt. as the case may be and thereafter on return from circulation to the stage of issuing of orders. This Supdt. should show specific categories of selected files which have passed in course of disposal, through different stages in a noting branch and while showing such files should explain points of official interest relevent to each category e.g. why a particular file was submitted to Govt. and why another to Secy. , Jt., Dy. or under Secy. only. It should be the business of the Supdt. charged with this duty to explain the division of work by branches in a Deptt, i.e. allocation of subjects to ~~sub~~ all the noting branches in his Deptt, and to take the trainees round to all the branches in two or more shifts i.e. for instance a Deptt, has six noting branches-3 on each demonstration or if there are ~~six~~ eight noting branches 4 at a time, so that the demonstration in relation to all the noting branches in a Deptt. may be completed in two rounds.

III The third round , which will be in one stage, only, should be with the Office Accountant who should explain, by actual demonstation, what he has to do when handling the receipts of his section.

establishment strength, pay bills, tas and contingent bills, departmental budgets, reappropriations and supplementary demands, maintenance of service books etc.

IV Finally, the Assistant Secy. should arrange in consultation with the Supdts of branches in which the different trainees are working, for disposal by each trainee of a file of some importance in which, at the stage at which it is handled, both a short note and also a draft order should be put up and for ~~different~~ direct submission of the file prepared by the trainee to A.S. who will be free to accept or reject that disposal, since it will not be by way of the prescribed test in noting and drafting, which will follow in due course.

If these lines for third course are considered suitable and approved, a copy of this note may be forwarded to all Deptts to adopt them and make a report to P.& S.D. immediately on completion of the course to enable it to fix the date of dates for holding the test, written as well as oral as envisaged in para 3 of C.S.'s note referred to above".

" I agree with U.S. as regards III (the third round), however, I think the information given by the O.A. should be supplemented by advice from the Senior Supdt. (or the Supdt. of the establishment or budget branch-where this is a separate entity) as to how budgets received from offices should be dealt with and a final budget for a particular subject prepared for sending to the F.D. Information regarding the preparing of "new item" and supplementary demand statements may also be imparted".

No. 4124/34-D

Political and Services Department,
Bombay Castle, 28th October 1947.

Forwarded with compliments to:-
All Departments of the Secretariat (except the Separate Department)
etc.
in continuation of Government Circular memorandum, Political and

Services Department, No. 4124/34, dated the 6th September 1947.

2 The Departments and the Office concerned are requested to arrange for the third course in "specialised training in departmental subjects" as indicated in the notes in respect of the Assistants under their respective control. The Assistant in the Civil Supplies Department should attend the course in the Public Works Department. The Assistants in the Oriental Translator's office (viz. Mr. L.K.Kulkarni and Mr. S.K.Abhyankar) should attend the courses in the Public Works Department and Finance Department respectively.

3 The Departments and the Office concerned are, as stated in the note, requested to make a report to the Political and Services Department immediately on completion of the course to enable it to fix the date or dates for holding the test, written as well as oral.

By order of the Governor of Bombay,

Sd./ S.G. Desai

For Chief Secretary to the Government of Bombay,
Political and Services Department.

GIP 21-6-56.
4 Copies.

No. 303

Legal Department,
Bombay Castle, 10th January 1948.

Subject.- Scheme for post-recruitment training of clerks in the Secretariat.

MEMORANDUM.

The undersigned presents compliments to the Chief Secretary to the Government of Bombay, Political and Services Department and with reference to that Department Endorsement No. 4124/34-D dated the 28th October 1947, on the above subject is directed to state that the trainees in this Department have completed the third course in "Specialised training in departmental subjects" as explained in the notes forwarded with the endorsement referred to above.

2 The candidates recruited for employment in the Legal Department for service in the Upper Division are law-graduates who attend to the legal work only which is of a technical character. They are not required to do work pertaining to filing, registering, diarising indexing, accounts and Budget etc. They may therefore be exempted from appearing for the test in these subject

By order of the Governor of Bombay,

Ic./.....

For Secretary to Government,
Legal Department.

To
The Chief Secretary to the Government of Bombay,
Political and Services Department.

SKM 21-8-66
4 Copies.

Post- recruitment training of clerks in the Secretariat Departments.

GOVERNMENT OF BOMBAY.
Political and Services Department,
Circular No.4124/34.
Bombay Castle, 6th July 1948.

CIRCULAR OF GOVERNMENT.

In continuation of the Political and Services Department Circular No. 4124/34, dated the 9th June 1948, all Departments of the Secretariat (except the Separate and Civil Supplies Departments) are informed that the subjects for the two written examinations and oral test proposed to be held for the Assistants in the Secretariat Departments will be as follows:-

Written paper No.I- (From 11 A.M. to 2 p.m.)	The paper will consist of drafting and noting including precis writing. The candidates will be given actual cases for drafting and noting and passages will be set for precis writing.
Written paper No.II (From 3 P.M. to 6 P.M.)	The paper will be on general subjects and accounts-vide groups 'A' (excluding item 6) and 'B' mentioned in paragraph 2 of Government Circular Memorandum, Political and Services Department, No. 4124/34, dated the 29th July 1947. The Candidates will be allowed the use of books.

The oral test will be designed to test the general knowledge of candidates in regard to the system of Government in the Union and in Provinces and the administrative machinery in this Province as well as in the Secretariat.

2. The following rules are prescribed to regulate the examination viz.

(i) The maximum marks for each of the written papers will be 100 and for the oral test 50. Forty percent in each paper (including the oral test) and 45% of the aggregate will be the minimum for passing the examination.

(ii) Such of the candidates as pass in the ensuing examination will be eligible for confirmation in the respective Departments if they are otherwise so eligible and get their turn for confirmation according to seniority.

(iii) Such of the candidates as fail in the examination will lose their seniority, if any, over those who pass it. They will however be permitted to appear for a supplementary examination the dates for which will be fixed

in due course. The services of the candidates who fail even in the supplimentary examination will be dispensed with and their names removed from the Select List.

3. It is requested that the Assistants from each of the Departments who have to appear for the proposed examination may be informed of the ~~fore~~going details. It is also requested that an up-to-date list of the Assistants who will appear for the examination may be furnished to this Department so far as the Departments are respectively concerned.

4. The dates on which the oral tests will be held will be communicated hereafter.

By order of the Governor of Bombay,

M. D. Bhat.

Chief Secretary to the Government of Bombay,

Political and Services Department.

To

All Departments of the Secretariat and others.

Madhav Raokadam.
22/5.
c /5.

No.6752
Legal Department,

Bombay Castle, 10th July 1948.

Subject:- Post-recruitment training of clerks in the Secretariat Departments.

MEMORANDUM.

The undersigned presents compliments to the Chief Secretary to the Government of Bombay, Political and Services Department and with reference to that department circular No.4124/34, dated the 6th July 1948 on the above subject is directed to forward thep particulars of the Junior Assistant who will be appearing for the test examination to be held on 2nd August 1948.

Name.	Designation	Date of Joining.	Pay
Miss O'De Mello	Jr. Assistant	10/5/47.	Rs. 120/-

In this connection it is stated that Miss De Mello may be exepted for appearing for the written paper No. II consisting of Bombay Civil Services Rules, Budget procedure and control of expenditure for the reasons explained in this Department Memorandum No. 303 dated the 10th January 1948 addressed to the Chief Secretary to the Government of Bombay, Polititcal and Services Department.

By order of the the Governor of Bombay,

sd/-

For Secretary to Government,
Legal Department.

To
The Chief Secretary to the Government of Bombay,
Political and Services Department.

Madhav Baokadam.
22/5. c/5.

No. 4124/34-D
Political and Services Department,
Bombay Castle, 23thJuly, 1948.

Subject:- Post-recruitment training of clerks in the Secretariat Departments

Representation from Assistants.

MEMORANDUM.

The undersigned presents compliments to the Secretary to Government, Agriculture and Rural Development Department/ Public Works Department/Finance Department/ Revenue Department/ Joint Secretary to Government, Education and Industries Department and with reference to the Agriculture and Rural Development Department u. o. r./ dated the 21st July 1948/Public Works Department endorsement No. 8791/36-E (II), dated the 19th July 1948/Finance Department endorsement No. 3601/33/30241-R, dated the 19th July 1948/ Revenue Department endorsement No. 6299-A/45, dated the 22nd July 1948/Education and Industries Department endorsement No. S. 169/ 21839-V, dated the 20th July 1948, on the above subject, is directed to stated that the examination for the Assistants in the Secretariat Departments which was also scheduled to be held on the 2nd August 1948 has been postponed to November. It is requested that the Assistants concerned in the Agriculture and Rural Development Department/Public Works Department/ Finance Department/ Revenue Department/Education and Industries Department may be informed accordingly. The actual dates on which the written as well as the oral tests will be held will be communicated in due course.

It is also requested that the Assistants concerned may be informed that their request that the examination should be dropped cannot be granted.

By order of the Governor of Bombay,

sd/- S.G. Desai
For Chief Secretary to the Government of Bombay,

Political and Services Department.

To.....

Bev Reclamation.

Post Recruitment training of Clerks in the Secretariat Departments.

GOVERNMENT OF BOMBAY,
Political and Services Department,
CIRCULAR MEMORANDUM No. 4124/34,
Bombay Castle 13th October 1948.

CIRCULAR MEMORANDUM.

In continuation of the Political and Services Department Memorandum No. 4124/34-D, dated the 28th July 1948, all Departments of the Secretariat (except the Separate and Civil Supplies Departments) are informed that is has been decided to hold the written examination for the Secretariat Assistants on Thursday the 28th December 1948. The first paper will be from 11 A.M. to 2.P.M. and the second paper from 3 P.M. to 6 P. M. The subjects and nature of the papers will be the same as those indicated in the Political and Services Department Circular No. 41224/34, dated the 6th July 1948. The dates for the oral examination will be communicated hereafter.

It is requested that the Assistants in the several Departments may be informed of the date of the written examination and also of the subjects and nature of the two papers. It is also requested that none of these candidates may be granted leave at the time of the examination.

Information regarding the place or places where the examination written as well as oral will be held will be communicated hereafter.

By order of the Governor of Bombay,

sd/ S.G. Desai.

For Chief Secretary to the Government of Bombay,
Political and services Department.

Madhav Raokadam.

IMMEDIATE. Post Recruitment Training of clerks in the Secretariat Departments.

GOVERNMENT OF BOMBAY

Political and Services Department
Circular Memorandum No. 4124/34
Bombay Castle, 25th November 1948.

CIRCULAR MEMORANDUM.

With reference to the Political and Services Department Circular Memorandum No. 4124/34, dated the 13 th October 1948, all Departments of the Secretariat (Except the Separate and Civil Supplies Departments) are requested to furnish this Department immediately with an up-to-date list of the Assistants, so far as they are respectively concerned, who will appear for the examination to be held on the 28th December 1948.

By order of the Government of Bombay,

A.U. Seadon.

For Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Department of the Secretariat
(except the Separate and Civil
Supplies Department)

Madhav Rashtadan.
22/5. c/5.

No. 11371
Legal Department,
Bombay Castle, 2nd December 1948.

Subject :- Post Recruitment Training of clerks in the Secretariat Departments.

MEMORANDUM.

The undersigned presents compliments to the Chief Secretary to the Government of Bombay, Political and Services Department and with reference to that Department Circular Memorandum No. 4124/34, dated the 25th November 1948 on the above subject and in continuation of this Department Memorandum No. 6752 dated the 19th July 1948, is directed to forward herewith an up-to-date list of Assistants who will be appearing for the test examination to be held on 28th December 1948.

Name	Designation	Date of Joining.	Pay
Miss O'De Mello	Junior Assistant	19-5-47.	120/-

By order of the Governor of Bombay,

sd/- K.J. Patkar.

for Secretary to the Government,
Legal Department.

To

The Chief Secretary to the Government of Bombay,
Political and Services Department.

Madhav Raokadam.
22/5.

c/5.

IMMEDIATE.

Post Recruitment Training of clerks in the Secretariat Departments.

GOVERNMENT OF BOMBAY
Political and Services Department
Circular Memorandum No. 4124/34

Bombay Castle, 15th December 1948.

CIRCULAR MEMORANDUM.

With reference to the concluding paragraph of Government Circular Memorandum, Political & Services Deptt. 4124/34, dated the 13th October 1948 all Departments of the Secretariat (except the Civil Supplies and Separate Departments) are informed that the examination for the Secretariat Assistants will be held in Room No. 56 of the Elphinstone College, Bombay, on the 28th December 1948. It is requested that all the Assistants may be ~~informed~~ informed of this so far as the Departments are respectively concerned. It is also requested that the Assistants concerned may be told that they will be supplied at the examination with ink and paper but that they will have to bring their own pens or holders. The Assistants concerned should also be instructed to be in their seats by 10.45 A.M. for the examination.

By order of the Governor of Bombay,

Sd/- A.U. Sandan.

For Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat (except the Separate and Civil Supplies Departments).

Madhav Raoji Sandan.
22/5. 48.

No. 4124/34-D.

Political and Services Department,
Bombay Castle, 11th January 1949.

Subject :- Post Recruitment Training of clerks in the Secretariat Departments.

MEMORANDUM.

The undersigned present compliments to the Secretary to Government Legal ~~Depart~~ Department and in continuation of Government Circular Memorandum, Political and Services Department No. 4124/34 dated the 15th December 1948 on the above subject is directed to state that the oral test of the Assistant belonging to the Legal Department mentioned in the Accompanying statement will be taken by Mr. C.K. Maru, under Secretary to Government, in his Chamber on Friday the 14th January 1949. The test will start at 2-35 p.m. and it is requested that arrangement may be made to release the Assistant on that day and to ~~ask~~ ask her to report for the test to Mr. Maru.

2. It is requested that the date of time of the test and the manner in which she is to report for the test may be notified to the Assistant concerned immediately.

By order of the Governor of Bombay,

sd/- A. V. Saldanha

For Chief Secretary to the Government of Bombay,
Political and Services Department.

Madhav Raokadam.
22/5.
c/5.